

MiScorecard Performance Summary

Business Unit: State Employer
 Executive/Director Name: Janine M. Winters
 Reporting Period: Feb 2013
 Date Approved: 5/15/2013

Green >90% of target
 Yellow >= 75% - 90% of target
 Red <75% of target
 Scorecard Status: Final

	Metric	Status	Progress	Target	Current	Previous	Frequency	Metric Definition
Customer/Constituent								
C-1	Reduce processing time on Professional Development Fund reimbursement requests submitted by non-exclusively represented employees.	Yellow	=	100%	100%	100%	Monthly	The Professional Development Funds encourage non-exclusively represented employees to further expand their knowledge and expertise in areas related to their employment responsibilities. Providing improved reimbursement times is intended to promote higher utilization of the Funds thereby increasing the State's and each individual's ability to deliver high quality services. OSE will process 90% of all complete Professional Development Fund requests within 2 weeks and forward to DTMB for payment, as appropriate.
C-2	Provide timely response to Annual Leave Donation requests submitted by employees facing financial hardship due to prolonged illness or serious injury.	Green	👍	100%	100%	97%	Monthly	The Annual Leave Donation program assists non-exclusively represented and most exclusively represented employees facing financial hardship due to prolonged illness or serious injury of themselves or eligible family members by making available annual leave donated by other employees. OSE reviews all requests for compliance with program criteria and forwards approved requests to DTMB or the department, as applicable, for transfer of the annual leave hours. OSE will make a determination on 100% of all Annual Leave Donation requests within 3 business days of receipt of a complete request and forward for further processing.
C-3	Provide improved processing of ergonomic evaluation "At Risk" requests.		=	95%	90%	90%	Monthly	The "At-Risk" program encourages employees who are experiencing physical issues, which may be due to ergonomic situations, to obtain medical documentation from their treating physician requesting an ergonomic evaluation. The request is submitted by the department to OSE for review and approval. The approved request is forwarded to the Michigan Rehabilitation Services for an ergonomic evaluation to be completed. OSE pays for the evaluation. The department requesting the evaluation agrees to purchase whatever equipment may be specified as a result of the ergonomic evaluation. 95% of all complete ergonomic "At Risk" requests will be processed by OSE and submitted to Michigan Rehabilitation Services within 3 business days.